



Building Division – Permit Center

Resubmitting PDF Documents For Plan Check

Process for Resubmitting Documents

The Permit Center is where all building plan check takes place for a project. Submitting PDF plans for the first plan check submittal is straight forward as the PDF plans are uploaded with the initial application. Resubmitting plans for additional plan checks is a different process, so below are the steps for how to resubmit PDFs after the 1st plan check or after the initial application has been accepted.

After logging into your customer account at <https://albany.cts.city>, there are 3 steps for resubmitting PDF documents to your project in your account.

1. Click the Projects link on the left side of the web page.
2. Click on the appropriate address for the project you would like to resubmit plans for.
3. Click on the blue Request Plan Check button in the Plan Checks area to open a window to facilitate finding PDF plans on your computer or dragging and dropping PDF files onto the window.

Please note the following scenarios when PDF plans cannot be uploaded to your account:

1. When the overall Permit Status is set to: HOLD FINALED EXPIRED
2. When the individual Plan Check status for a submittal is set to: IN PROGRESS

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Projects **To upload revised plans:**

- 1. Click on the Projects pages**

10852 Pine Street PLAN CHECK

Permit number: 2020-362 Date applied: Nov 20, 2020

- 2. Click on the project you want to interact with**

CityTech Solutions

Projects **10852 Pine Street** Permit #2020-123

Permit Details Download PDF

Application Number 1205 View Application

Status PLAN CHECK

Owner CHARLES ABBOTT
790 STATE RTE 3

Applicant ABC CONSTRUCTION
1234 HAMMER RD.

Plan Checks **3. Click Request Plan Check to upload files and resubmit.** Request Plan Check

Submittal #1 **Regular Plan Check** RESUBMIT

Submitted: Nov 20, 2020 Due: Dec 07, 2020 Complete: Dec 30, 2020